The Office of Admissions and Records is administratively lodged in the Office of the Chancellor, Manoa. Its major functions are:

1. To counsel students and admit them into the University through the implementation of policies and procedures established as a result of articulation and planning among the Office of Admissions and Records, the offices of the Deans of the various colleges and the Faculty Admissions Committee; to determine the residency status of all applicants for tuition assessment purposes.

2. To develop, with the aid of the academic and administrative units of the Manoa Campus, an optimum mix of courses, instructors, physical facilities and time into a master course schedule to satisfy student demands.

3. To maintain an accurate student data retrieval and storage system as a means to satisfy inquiries from students, administrators and other agencies and institutions and to satisfy operational and management requirements.

4. To develop and maintain a data management Student Information System with the aid of the Management Systems Office as a tool to more effectively provide services and to aid in operational and management decisions.

5. To disseminate and provide information to the Manoa Campus target group on matters relating to admissions, residency, registration, student records, and other related matters.

The forty-two positions allocated to the office have been organized into seven units: two administrative units and five functional units, each performing one of the major functions listed above.
Provides leadership and administrative direction to the functional units. In carrying out the mission of Admissions and Records, the Office of the Director performs the following functions:

- Plans Admissions and Records programs and determines the resources necessary to carry out the programs.
- Prepares the biennium budget and directs the proper execution of the expenditure plans.
- Formulates office policies and procedures consistent with federal and state legislation and University policies governing admission of students, controlled growth of the Manoa Campus and academic and administrative affairs.
- Directs the evaluation of Admissions and Records programs to determine the effectiveness and efficiency of operations to implement any corrective measures.
- Directs the hiring, promotion, evaluation, and training of Admissions and Records personnel.
- Directs the conduct of studies of the effect of administrative and academic policies on Admissions and Records programs and operations.
- Plans and guides the direction of a student information system development.
- Provides liaison and technical services in the admissions and registration areas to the Manoa Campus administration.
- Provides general direction on the execution and interpretation of collective bargaining contracts.

Office of the Associate Director

Assists the Office of the Director in administering and evaluating programs, directs the daily activities of Admissions and Records and performs as the director in his absence.
Directs Admissions and Records general support activities pertaining to:

1) Purchase of supplies and equipment.
2) Acquisition and utilization of student workers.
3) Personnel transactions and recordkeeping.
4) Fiscal recordkeeping.

Supervises the personnel of all functional units by:

1) Establishing guidelines for job performance.
2) Assigning job responsibilities.
3) Evaluating job performance.

Prepares cost and expenditure analyses, including cost-benefit studies which serve as bases for budget formulation.

Conducts studies evaluating the impact of academic and administrative policies on Admissions and Records programs and operations.

Directs the development of the master course schedule and registration plans by coordinating input from the Chancellor's Office, the college deans, the Business Office and the Computing Center.

Directs the development of a student data management system with the aid of MSO as a means to provide better service and to satisfy operational and management requirements.

Directs the establishment of standards and operating procedures to be used in creating and maintaining student information files and in safeguarding the confidentiality of records in compliance with the Family Educational Rights and Privacy Act of 1974.

Directs the acquisition of computer and technical manpower support in maintaining and modifying an admissions and student information system.

Determines the means by which information pertaining to admissions, registration and student record-keeping is efficiently, effectively
- Directs the proper execution of the Collective Bargaining contracts.
- Performs other duties as directed by the Office of the Director.

**Admissions/Residency Unit**

Counsels students and admits them into the University through the implementation of policies and procedures established as a result of articulation and planning among the Office of Admissions and Records, the offices of the Deans of the various colleges and the Faculty Admissions Committee. Determines residency status of all applicants for tuition assessment purposes.

The major functions of this unit are:

- Determines and recommends admissibility of applicants by reviewing applications, transcripts, SAT scores and other supporting documents.
- Counsels applicants, parents and faculty regarding admissions and related areas.
- Recommends and implements the means by which the University system's controlled growth policy is adhered to, viz., the collection of a partial advance tuition payment from students in order to determine the number of potential registrants, the number not to exceed controlled growth ceilings.
- Evaluates the effectiveness and efficiency of the means by which applications are solicited, assessed and acted upon.
- Identifies and assesses those conditions which affect the admissibility of students; recommends possible remedial measures.
- Recommends and implements the means by which applicants are recruited for admission to the Manoa Campus.
- Grants and recommends criteria for granting advance standing credits for work performed outside this institution, including the granting of credits for work experience equivalent to collegiate courses.
Compiles all appeals against initial residency classification for submission to the University Committee on Appeals.

- Recommends criteria by which equitable and consistent residency classifications are determined.

- Clarifies and interprets residency requirements for applicants, for other University system residency personnel and for the general public.

- Solicits reciprocal tuition agreements with other states and countries and describes the terms of reciprocity, as recommended by the Board of Regents.

Registration Unit

Develops, with the aid of the academic and administrative units of the Manoa Campus, an optimum mix of courses, instructors, physical facilities and time into a master course schedule to satisfy student demands. The following are the major functions of this unit:

- Assesses the input of College Deans with the projected and actual enrollments in courses to develop a master schedule of courses and informs colleges if student demand for courses are not being met.

- Develops a master schedule and distributes copies of the schedule of courses.

- Examines alternative registration methods and recommends changes and improvements.

- Plans the registration process and evaluates the extent to which student demands are met and the efficiency of the registration method utilized.

- Provides information to students on registration procedures.

- Coordinates planning activities and needs of all offices involved
registration.

- Prepares all materials, such as registration packets, required for registration.
- Obtains and organizes all resources necessary for registration.
- Instructs registration personnel on proper procedures to follow.
- Monitors the actual registration process to prevent or resolve problems.
- Develops procedures and organizes resources to handle changes in registration.
- Evaluates the efficient and optimum utilization of classroom space.

**Records Maintenance Unit**

Maintains an accurate student data retrieval and storage system as a means to satisfy inquiries from students, administrators, and other agencies and institutions and to satisfy operational and management requirements. The major functions of this unit are:

- Maintains academic and personal history records of all students enrolled at the Manoa Campus.
- Creates a file record for all registrants and maintains currency and accuracy of data.
- Edits file records and updates transactions for errors and omissions.
- Posts records of all academic work performed by students.
- Establishes standards and operating procedures in creating and maintaining student file records in accordance with accepted standards of recordkeeping and with University rules and regulations.
- Evaluates the efficiency of records maintenance.
- Provides transcripts of academic records as requested by students and diplomas and certificates to graduates.
- Establishes standards and operating procedures for safeguarding the
to their own records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.

- Clarifies and interprets University rules and regulations governing the management of records.
- Establishes and implements procedures for the processing of graduation candidates.
- Informs students of their right to withhold authority to release directory information and obtains their authorization for release.

**Student Information System Unit**

Develops and maintains a data management student information system with the aid of the Management System Office as a tool to more effectively provide services and to aid in operational and management decisions. The following are the major functions of this unit:

- Develops plans and alternatives for a data management student information system with the aid of the Management Systems Office.
- Plans and acquires computer support for Admissions and Records operations and for the generation of statistical reports and reports required by Admissions and Records and college student services offices.
- Negotiates and schedules computer production runs with the Management Systems Office.
- Monitors the flow of data to be keypunched and fed to the computer.
- Distributes student registration information printouts to the college student services.
- Reviews data processing procedures to improve efficiency and accuracy; identifies those areas which may require computerization and determine system specifications.
performance trends and registration behavior.

Provides analytical and statistical support in assessing the impact of policies and procedures on Admissions and Records programs and students' progress through the University.

Assesses the adequacy of computer support provided by the Management Systems Office.

Analyzes, designs and modifies forms and tabulating cards used in gathering data for input into the student information system and for the generation of reports.

Provides technical assistance to users of the student information system.

"Maintains and controls tables of codes used in the student information system.

Reviews alternative means by which student information is gathered, maintained and stored, including such alternatives as a microfilming system.

Information Resources Unit

Disseminates and provides information to the Manoa Campus target group on matters relating to admissions, residency, registration, student records and other related matters. The following are the major functions this unit:

Identifies data needs of the University community and the general public.

Evaluates alternative means of meeting data needs and selects methods which ensure efficiency and economy.

Reviews and evaluates the various means by which information is disseminated and takes necessary corrective measures.
Organize materials needed for information dissemination to include:

1) Brochures and forms.
2) University catalog information pertaining to Admissions and Records programs.
3) Admissions and Records personnel.
4) Student help.

Coordinates the student orientation program presented each semester.
Develops guidelines governing informational services provided at the Admissions and Records counter.
Directs the receipt, initial screening and reviewing, internal distribution and forwarding of Admissions and Records mail.
Provides stenographic aid to facilitate the information dissemination process.